



State of Alabama Department of Mental Health Central Purchasing Solicitation

Solicitation RFB 061 21000000735	Document Phase Final	Document Description ACCESS CONTROL
Procurement Folder 1321906	Creation Date 02/19/21	Print Date 03/03/21

Request for Bids

CONTACTS

Contact	Name	E-mail	Phone
Requestor:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
Issuer:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128
Buyer:	Annette Waites	Annette.Waites@mh.alabama.gov	334-353-7128

Bids will be accepted from: 03/03/21

to: 03/25/21 11:00 AM

Bids will be opened: 3/25/21 11:30 AM

TO BE COMPLETED BY VENDOR

Information in this section should be provided as appropriate. Bid Response must be in ink or typed with original signature and notarization.

1. Delivery: Can be made _____ days or _____ weeks after receipt of order.
2. Terms: _____ (Discounts are taken without regard to date of payment.)
3. Prices valid for acceptance within _____ days.
4. Vendor's quotation reference number, if any: _____ (this number will appear on the purchase order.)
5. E-mail address: _____ Internet Website: _____
6. General Contractor's License No: _____ Type of G.C. License: _____

Return invitation to bid:

Regular Mail

State of Alabama
Alabama Mental Health
Purchasing Office
P.O. Box 301410
Montgomery, AL 36130-1410

Courier

State of Alabama
Alabama Mental Health
Purchasing Office
100 N. Union St. Suite 570
Montgomery, AL 36104

Signature and Notarization Required

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

Sworn to and

VSS Vendor Number

Authorized Signature (Ink)

Subscribed before me this

Company Name

Type/Print Authorized Name

Day of _____

Mail Address

Title

Notary Public

City, State, Zip

Toll Free Number

Term Expiration:

Phone Including Area Code

Fax Number

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 1 **Line Type:** Item
Commodity Code: 68002 **Quantity:** 0.00000
Commodity Description: Access Control Systems and Security Systems **Unit:** Each
Extended Amount: **Unit Price:**
Preferred Vendor: _____
Extended Description: _____

ACCESS CONTROL PRODUCT AND ACCESSORIES - PERCENTAGE DISCOUNT OFF MSRP
DISCOUNT:

Access Control Systems and Security Systems

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 2 **Line Type:** Item
Commodity Code: 20800 **Quantity:** 0.00000
Commodity Description: COMPUTER SOFTWARE FOR **Unit:** Each
Extended Amount: **Unit Price:**
Preferred Vendor: _____
Extended Description: _____

ACCESS CONTROL SOFTWARE - PERCENTAGE DISCOUNT MSRP
DISCOUNT:

COMPUTER SOFTWARE FOR MICROCOMPUTERS, SYSTEMS, INCLUDING CLOUD-BASED (PREPROGRAMMED)

SHIPPING AND BILLING**Shipping**

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Delivery Date:

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default Commodity Group **Line:** 3 **Line Type:** Service
Commodity Code: 96218 **Quantity:**
Commodity Description: Cable Construction, Installation and Maintenance, **Unit:**
Extended Amount: **Unit Price:**
Preferred Vendor: _____

Extended Description:

PROFESSIONAL SERVICES: INSTALLATION, MAINTENANCE, TRAINING

Cable Construction, Installation and Maintenance, Fiber Optic, Communication, Computer, etc.

SHIPPING AND BILLING

Shipping

ADMH- Central Office
100 N Union
RSA Union Building
Montgomery, AL 36130

Billing

ADMH- Central Office Accounts Payable
100 North Union / Phone: 334-242-3799
RSA Union Building-Suite 568
AccountsPayable.DMH@mh.alabama.gov
Montgomery, AL 36130

Delivery Date:

Delivery Type:

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AUTHORITY:

The Department of Mental Health, an agency of the State of Alabama, makes purchases under the authority granted in Acts 1965, No. 881, Acts 1984, No. 84-242, and in accordance with the State of Alabama Bid Laws, specifically Code of Alabama 1975, Section 41-16-20.

AWARD:

The Department of Mental Health reserves the right to: (1) award bids on an "all or none" basis; (2) award bids on an "item by item" basis, unless otherwise specified by bidder; (3) waive any informality in bids; (4) reject any and all bids.

BID RESPONSE INSTRUCTIONS:

In order to submit a responsible bid, bidder must read and follow all instructions, terms, conditions and specifications.

1. Bid envelope(s)/package(s)/box(es) must be identified with the bid number and opening date. Each individual bid must be submitted in a separate envelope. Responses to multiple bid numbers submitted in the same package that are not in separate envelopes and properly identified will be rejected. The Department of Mental Health does not assume responsibility for late bids for any reason including those due to postal or courier service. Bid responses must be in the Department of Mental Health Office of Contracts and Purchasing prior to the "close date and time" indicated on the bid.
2. Bid responses must be in ink or typed on this document, or replicated in the exact format. Signatures must be handwritten originals in ink or the bid will be rejected. Unless indicated in the bid, all price pages must be completed and returned. If an item is not being bid, identify it as N/B (no bid). Pages should be secured. The Department of Mental Health does not assume responsibility for missing pages. Faxed/mailed bid responses will not be accepted.
3. The unit price always governs regardless of the extended amount. A unit price change must be initiated by the person signing the bid or that line will be rejected. Price changes include but are not limited to cross-out, strike-over, ink-over, white-out, erasure, or any other method changing the price.
4. The Department of Mental Health requires an original and a minimum of two exact copy signed, notarized bid to include any required addendum(s) and documentation. The original and the copy should be submitted together as a bid package.

BID REJECTION:

Bidders shall not place any qualifications, exceptions, conditions, reservations, limitations, or substitutions in their bid concerning the contract terms and conditions. Any such qualifications, exceptions, conditions, reservations, limitations, or substitutions shall result in rejection of bid.

Bids that are improperly submitted or received late will be documented for record will not be returned nor will bidder be notified.

The following is a partial list whereby a bid response will be rejected:

- Bid number not on envelope/package/box
- Bid response with multiple bid numbers in same envelope not properly identified

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- Bid responses received late
- Bid response not signed/not original signature
- Bid response not notarized/not original signature of notary/or notary expiration
- Bidder notarized own signature
- Required information not submitted with bid response
- Failure to submit the original bid and two copies
- Bid response received from non-subscribed/expired vendor

Beason-Hammon Alabama taxpayer and Citizen Protection Act (Act 2011-535 and as amended Act 2012-491)

As a condition for award of this bid, the vendor acknowledges the following:

“By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.”

Verification of enrollment in the E-verify program will be required prior to any award to a vendor who employs one or more employees within the State of Alabama. E-verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within five (5) calendar days of notification will result in the rejection of your bid. To enroll in the E-verify program visit www.dhs.gov/e-verify.

CERTIFICATION PURSUANT TO ACT No. 2006-557:

Alabama Law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting and remitting Alabama state and local sales, use and/or lease tax on all taxable sales and leases in Alabama. By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act No. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.

MINORITY VENDOR INFORMATION:

Information and assistance to minority and women-owned businesses in acquiring M/WBE certification may be obtained from the Office of Minority Business Enterprises at www.adeca.alabama.gov.

STANDARD TERMS AND CONDITIONS

VENDOR REGISTRATION AND SUBSCRIPTION FEE:

Vendor may receive bid notices by registering at the State of Alabama vendor self-serve (VSS) portal, Hyperlink: “<https://procurement.staars.alabama.gov>”. Vendors wishing to respond to bids must be subscribed. Bid responses will not be accepted from non-subscribed vendors. Once registered you may subscribe by clicking the “pay subscription fee” tab at the top of the VSS home page. Payments must be made by credit or debit card. Vendors should provide their VSS

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assigned number on all bid responses. A vendor's subscription must be maintained throughout the term of an awarded contract to include renewal periods.

INTENT TO AWARD:

The State of Alabama Department of Mental Health will issue an "Intent to Award" before the final award is made. The "Intent to Award" will continue for a period of five (5) calendar days, after which the award will be final provided there are no protest. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-44(14).

ALTERNATE BID RESPONSES:

Unless stated elsewhere in this Invitation-to-Bid (ITB) the Dept. of Mental Health accept and evaluate alternate bid submittals provided the response meets all bid requirements. Alternates will be considered. When alternate brands and/or product numbers are bid, adequate specifications for evaluation must be submitted with the bid. Final determination as to equal quality of alternate will always be made by the receiving authority.

INTERNET WEBLINKS:

Internet and/or website links will not be accepted in bid responses as a means to supply any requirements stated in this ITB.

SALES TAX EXEMPTION:

Pursuant of the Code of Alabama, 1975, Title 40-23-4(A), the State of Alabama is exempt from paying sales tax. An exemption letter will be furnished upon request.

FOREIGN ENTITIES – CERTIFICATE OF AUTHORITY:

Alabama Law provides that a foreign entity (out of state company/firm) as identified in Section 10A-1-7.01 Code of Alabama 1975, not otherwise exempted by Section 10A-17.02 Code of Alabama Section 1975, may not transact business in the State of Alabama until it obtains a Certificate of Authority from the Secretary of State. To obtain forms for a Certificate of Authority, contact the Secretary of State, Corporate Division, (334) 242-52324. The Certificate of Authority does not prevent the vendor from submitting a bid.

BOYCOTT:

"Pursuant to Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with jurisdiction with which this state can enjoy open trade."

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE:

In accordance with the Uniform Commercial Code (Code of Alabama, Title 7), after delivery, the State of Alabama has the right to inspect all products before accepting. The State will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the State. The State will accept products only after satisfactory inspection.

FREIGHT:

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Bid is F.O.B. destination. Any freight charges must be included in the bid prices. Do not include freight as separate line item. The vendor must assume all responsibility for damage in transit.

INVOICES:

Vendor understands and agrees that it has an affirmative duty to submit invoices accurately and on time. For purposes of this contract, this means that vendor shall submit all invoices by the fifth (5th) day of each month (or the next business day if the fifth falls on a weekend or State holiday) following the rendering of services or product that is required by this contract.

ALABAMA PREFERRED VENDOR:

A 'Preferred Vendor' shall be a person, firm, or corporation that is granted priority by meeting all of the following criteria as established by Section 41-16-20, Code of Alabama, 1975

Priority 1. Produces or manufactures the product within the State.

Priority 2. Has an assembly plant or distribution facility for the product within the State.

Priority 3. Is organized for business under the applicable laws of the State as a corporation, partnership, or professional association and has maintained at least one retail outlet or service center for the product or service within the State for not less than one year prior to the deadline date for the competitive bid.

Preferred vendor status must be indicated on the pricing page(s) of your bid in order to be considered for preferred vendor preference. By signing this bid, you affirm that the item(s) indicated meet all three criteria of a preferred vendor.

Bid item(s) meeting the criteria of preferred vendor where pricing is within 1% of the lowest compliant bid may be considered for award by the awarding authority.

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INVITATION TO BID

STATE OF ALABAMA

DEPARTMENT OF MENTAL HEALTH

BUREAU OF INFORMATION TECHNOLOGY

ACCESS CONTROL PRODUCTS AND SERVICES

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SECTION I

I.1. GENERAL INFORMATION

I.1.1. Purpose

The Alabama Department of Mental Health desires to establish contracts to be used for purchasing access control systems that are fully functional with non-proprietary endpoint hardware such as, but not limited to:

Keypads
Mag locks

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Request to Exit Sensors with Sounders
Expansion Modules
Proximity Cards and Readers
IR Sensors
Video door stations
Wall Plates
Door controllers and Power Kits

The base system must be able to print and program ID badges to be used with the system which could span to up to 10 facilities, in addition to controlling access to various entry and exit points. The base system must also be capable of running on the Microsoft Windows OS hosted on Dell Servers or Azure Cloud Services. ADMH requires plenum rated CAT-6 cabling for all network connections.

ADMH also desires to be able to purchase any access control related products, installation services, training, and ongoing support by using vendor-supplied product and services catalog that includes any items the vendor determines may be desired or needed by ADMH for future implementations of access control systems. The vendor catalog should include items such as keypads, RFID readers, door hardware, access control software and licenses, blank ID cards, ID Card printers, CAT-6 cabling and installation, and other associated miscellaneous hardware and software needed for the successful operation of an access control system.

The contract period will commence upon acceptance for a term of 3 years and will be twice renewable for additional one-year terms, for a total possible term of 5 years, if agreed upon by both parties. The contract will provide the capability to obtain additional items using catalog pricing as required. ADMH also desires to establish these contracts to purchase professional installation, on-going support services, and training offered through the vendor's catalog. The established contracts are to be used by ADMH for the implementation, support, and operation of access control systems at ADMH properties in Alabama. Up to three (3) qualified vendors may be awarded contracts from this bid. ADMH intends to purchase goods and services from the contract holder who submits the lowest cost proposal on each future project but reserves the right to purchase from any awarded vendor.

SECTION II

II.1. VENDOR TERMS and CONDITIONS

II.1.1. Format and Contents

The bid response should be submitted in the same sequence as this ITB. Vendors should acknowledge or respond to every subsection within this document.

II.1.2. Vendor Registration

All vendors must be registered on the State of Alabama Purchasing System to conduct business with the State of Alabama.

To register, vendors should visit site:

<https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>

II.1.3. Terms and References

Throughout this document, the following terms and titles may be used interchangeably:

Unless noted otherwise, references to State, ADMH, agency, Contract User, or User equate to the Alabama Department of Mental Health.

Unless noted otherwise, references to Vendor, Bidder, Contractor, or Sub-contractor equate to a bidding

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or awarded entity of the contract.

II.1.4. Statement of Work (SOW)

A SOW will be required for new installations at a location and possibly existing ones as ADMH sees the need. ADMH will conduct a site visit with the vendor to identify needs.

Vendor must submit with the SOW, an itemized list of all required parts, software, and services that they are proposing to implement at the location based off pricing included in the ITB. Additionally, each vendor is required to submit pricing for training ADMH staff on the proper operation and maintenance of their proposed solution. Vendor must agree to provide “as-built” documentation for all systems they implement under contract with ADMH.

Vendor must agree to itemize all proposed project costs under 4 categories:

- Hardware Materials
- Software
- Professional Services and Installation
- Travel

II.1.5. Vendor Catalog

As part of the vendor response to this ITB, vendor agrees to provide ADMH with a pricing catalog that contains MSRP discounted pricing for any products that the vendor anticipates that ADMH may need or desire for current and future implementation projects. Vendor must specify the MSRP, percentage discount, and contract price for each item in the catalog. Vendor must also provide pricing for various professional services that may be needed by ADMH, as well as pricing for various training options. These catalog prices must remain fixed for the contract year and can only be changed once annually by providing notice to ADMH at least 30 days prior to the contract anniversary date.

II.1.6. ITB Scoring

The lowest responsible bids will be determined by using a weighted scoring matrix that will be released at the bid opening prior to opening any bid response. This scoring matrix will be based on the following factors, in no particular order:

- Completeness of BID response
- Company Soundness
- References
- System Functionality
 - Non-Proprietary Endpoints and Related Door Hardware
 - Compatibility with Windows Server OS on Dell Hardware or Microsoft Azure
- System includes badge creation software.
- Comprehensiveness of Catalog
- Catalog pricing - average discount
- Support Offerings
- Service Level Agreements

II.1.7. Bid Questions and Answers

All questions regarding the bid must be entered into STAARS at least 7 calendar days prior to the due date for vendor submissions.

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From the date of issuance of this ITB, until the award is made and announced, all questions concerning this ITB shall be submitted into STAARS. It is not permissible for any Vendor, or any entity working on behalf of a Vendor, to solicit information regarding this ITB from any other source. Any reported unauthorized solicitations for information are grounds for disqualification of the bid.

II.1.8. Catalog Updates and Access

Awarded Vendors will provide written access to all catalogs, item additions and item deletions. Pricing changes for a specified product can be made annually with written notification provided to ADMH at least 30 days prior to the contract anniversary date. Pricing changes will be effective on the anniversary date. Vendor will honor current catalog pricing through the anniversary date.

II.1.9. Disclosure of Bid Contents

Upon submission, all bids become the property of State. Upon award, all contract information contained in the bid becomes public information.

II.1.10. Warranty Requirements

All product warranties must be passed on to ADMH at no additional cost and must provide equal to or greater than manufacturer's warranty. A warranty will begin upon acknowledgement of Vendor equipment delivery or start date of services. Upon request, the awarded Vendor must also provide ADMH IT staff, Technical Support Services at no additional charge to work directly with contract user's staff to troubleshoot and resolve issues in a timely manner. Vendor also must provide unrestricted access to technical information needed for equipment and software purchased as well as access to configuration, installation, troubleshooting, and management tools. The warranty must provide software upgrades for no additional charge. If the warranty exceeds this description, then Vendor also must submit with their bid, what the basic warranty includes. State will not incur any shipping or additional costs associated with return and repair of warranted products or services.

II.1.11. Vendor Employee Conduct and Security Requirements

Vendor is responsible for the legal and professional conduct of its employees. Failure to meet the requirements of the Statement of Work or failure to adhere to all local, State, and Federal laws may subject the employee and Vendor to contract cancellation and other penalties as determined by State and legal authorities. Additionally, employees must speak and understand the English language at a level of proficiency necessary to perform the assigned functions and services associated with any part of this ITB. Vendor employees may be required to attend a brief orientation class before performing any work at a State Mental Health hospital.

II.1.12. Confidentiality Statement

Vendor shall ensure that personnel involved with any ADMH project are advised of and acknowledge the confidential nature of information contained in State files, the safeguards required, and the criminal and civil sanctions for noncompliance in federal and State statutes. Violation of this provision is grounds for terminating the contract. A Business Associates agreement will be required as part of the contract award.

II.1.13. Additional Scope

The following additional scope applies to this ITB:

ADMH may purchase premise distribution systems (i.e., wiring or cabling, cabling accessories) and installation services thereof, from this contract beyond those amounts necessary to connect the various components of an access control Security system.

SECTION III

III.1. POST AWARD CRITERIA

III.1.1. Response Time Requirements

Service requests by ADMH may exceed the warranty levels. Therefore, Vendor must list as part of the service catalog, options for supplemental support to the contract user.

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III.1.2. Experience and Certification Requirements

State requires Vendor to produce up to three (3) references knowledgeable in Vendor's experience providing, installing, or maintaining access control products and services. References must include the reference's contact information and dates of service, as well as the size and scope of the engagement.

III.1.3. Manufacturer Learning Credits or Free Training

Vendor must apply for all learning credits or free training that are available to the contract user, if any, through the purchase of the manufacturer's products. Any forms or documents required by the manufacturer shall be completed and submitted by Vendor on behalf of the contract user to the respective manufacturer. If Vendor fails to complete the documentation, as required by the manufacturer, Vendor shall be responsible for any monetary losses borne by the contract user.

III.1.4. Vendor Disclosures

Vendor must reveal any litigation or State or federal sanctions they may be under that could adversely affect Vendor's ability to fulfill its obligations under the resulting contract. Determination that Vendor is under litigation or State or federal sanctions may be grounds for disqualification or contract termination.

III.1.5. Training

Vendor must offer training on the manufacturer's products and services. Vendor must submit a training line item in the catalog provided in their official bid. Vendor must at times provide technical training and augment state resources and perform knowledge transfer. The contract user will determine and designate the training site(s) per the Statement of Work (SOW).

III.1.6. Force Majeure

Neither party shall be liable or deemed to be in default for any Force Majeure delay in shipment or performance occasioned by unforeseeable causes beyond the control and without the fault or negligence of either party, including, but not restricted to, acts of God or the public enemy, fires, floods, epidemics, quarantine, restrictions, strikes, freight embargoes, or unusually severe weather, provided that in all cases Vendor shall notify State promptly in writing of any cause for delay and State concurs that the delay was beyond the control and without the fault or negligence of Vendor. The period for the performance may, at State's discretion, be extended for a period equivalent to the period of the Force Majeure delay.

III.1.8. Invoicing Service Support

Vendor shall provide qualified financial representatives to work with contract user's staff for the successful invoicing and payment of all equipment, software, and services provided by Vendor. If required, Vendor must provide invoicing support.

III.1.9. Manufacturer's Certification

Awarded Vendors must maintain manufacturer's certification. Vendor must provide proof of certification, satisfactory to State, as part of their bid.

III.1.10. Discontinued Products

Vendor must notify the contract user within thirty (30) days of any line item being discontinued by the manufacturer during the term of the contract. Vendor shall, if available from the manufacturer, offer an equivalent or superior substitute at or below the original price subject to the review and approval of the contract user.

III.1.11. Meetings

Vendor may be required to have orientation meetings with ADMH. Vendor will participate at no cost to ADMH.

III.1.12. Timely Performance

Vendor must be able to provide all items ordered according to the following delivery terms and conditions :

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New Network Equipment or Services:

1-100 Items: 30 Day delivery
101-500 Items: 60 Day Delivery
500+ Items: Individually Negotiated

Other Systems, Equipment, and other Items

1-100 Items: 30 Day delivery
101-500 Items: 60 Day Delivery
500-1000 Items: 90 Day Delivery
1000+ Items: Individually Negotiated

National Constraint/Backlog will be the only reason the delivery interval provision will not apply. Vendor must respond, however, to all calls and inquiries in a timely fashion.

III.1.13. National Constraint/Backlog

This must be a documented incident by the manufacturer, beyond the control of Vendor, which prevents performance within the required time frames. It does not mean that Vendor is having problems obtaining a product through their normal supply channels, but rather that the manufacturer is having problems delivering certain products. Failure to document National Constraint/Backlog to the satisfaction of the State may result in cancellation of the contract with Vendor.

III.1.14. Inter-vendor Cooperation

Vendor shall participate with ADMH in maintaining the integrity of ADMH's access control systems that have been installed by the vendor. Support of other access control systems that we not implemented by the contract vendor may be added as a service in the vendor catalog.

III.1.15. Service Personnel

Servicing of some makes of access control hardware is required to be performed by an approved engineer or technician provided by the Vendor or manufacturer, or any combination of the two. State reserves the right to review the qualifications of all assigned engineers and technicians, and at its sole discretion, request a replacement at no additional cost to ADMH.

SECTION IV

IV.1. ADDITIONAL PROJECT PROPOSALS (Post Award)

ADMH envisions the possible implementation of access control at numerous locations within the agency. ADMH is currently assessing the feasibility of implementing solutions in the following, but not limited to, the following locations:

Region 1, Birmingham, Al

Region 2, Tuscaloosa, Al

Region 3, Mobile, Al

Region 4, Montgomery, Al

Region 5, Birmingham, Al

Harper Geriatric Center, Tuscaloosa, Al

Taylor Hardin Secure Medical Facility, Tuscaloosa, Al

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Bryce Hospital, Tuscaloosa, Al

Central Office, 100 N. Union St., Montgomery, Al

No assurance is made by ADMH that access control will be implemented at the locations listed above. This is listed only as potential projects about which each vendor should consider when submitting their proposals.

IV.1.1. Special Project Proposal Terms & Conditions

Upon request, a Vendor will provide ADMH with a Statement of Work (SOW) for complete implementation of an access control system using the items listed in the vendor catalog and under the terms of the contract. ADMH shall provide a description of the project and desired solution results.

Special project proposals should include a project schedule, milestones, a project manager name along with contact details, and escalation procedures. Additionally, Vendor shall provide ADMH with details regarding any infrastructure upgrades required to deploy the special project solution.

If the proposal is accepted, a Purchase Requisition will be issued. Once the Purchase Requisition is issued, Vendor shall be responsible for completely installing the new system in accordance with the Purchase Requisition and SOW. After installation, Vendor shall provide written notice to ADMH of the project's completion and an inventory of all items installed. Inventory must include serial numbers for equipment with a purchase price of \$500 or more.

Prior to payment for the Special Project, ADMH must accept the project as completed and fully functional. Risk of loss and ownership of equipment shall not pass until after project acceptance.

End of Specifications